

Viewing CCMS Tentative Rulings on the Sacramento Court Website

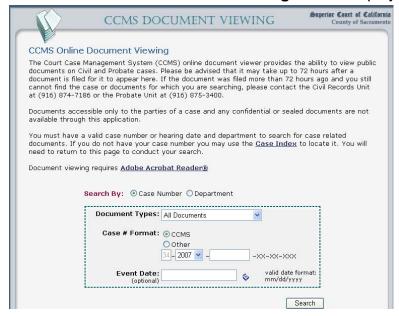
(excluding Law & Motion Tentative Rulings)

With the implementation of the Court Case Management System (CCMS) for Civil cases on November 13, 2007, most Tentative Rulings are now available for viewing through the **CCMS Document Viewing** screen on the Sacramento Superior Court web site. To view the rulings using the case number as search criteria, follow these steps.

- Go to the Sacramento Superior Court's web site home page located at http://www.saccourt.ca.gov/.
- 2. On the Home page, in the "Don't stand in line...Go Online!" section, click on "View Civil and Probate Case Documents"



Result: The **CCMS Document Viewing** screen displays.





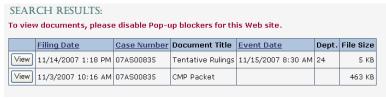
- 3. Enter the case number
 - a. If entering a CCMS case number, select the year from the drop down box and then enter the 8 digit case number in the open field (see above image).
 - b. If entering a legacy¹ case number, change the selected **[radio]** button in the middle of the screen from 'CCMS' to 'Other'. Enter the legacy case number into the blank 'Other' field (see below image).



4. Click on the [Search] button.

Result: After a few seconds, the search is complete. The screen refreshes and the document information displays at the bottom of the screen.

5. Scroll down and click on the [View] button associated with the Tentative Ruling.



Result: The Tentative Ruling document displays in a separate window PDF format.

6. After viewing the document, click the red close icon at the top right to close the window.

¹ A legacy case number is a case number issued by the court for new complaints filed prior to the November 13, 2007, implementation CCMS. Civil legacy case numbers usually include alpha characters, such as AM, CM, AS, or CS.